# Arizona WIC Program
## Clinic Site Review

REVIEWER:_____     DATE: _____

AGENCY: _____     SITE: _____

| Environment | | Comments |
|---|---|---|
| Civil Rights Poster ("And Justice for All") posted | | |
| Building Accessibility (ADA compliance) | | |
| Clinic environment considers culture needs of participants with posters/handouts | | |
| Appropriate (multi-lingual) materials | | |
| Environment is comfortable for participants (i.e. seating, room space, friendly atmosphere, etc.) | | |
| National Voter Registration Act forms/posters | | |
| Emergency Phone #'s and Emergency Exits<br><br>✓ 9-1-1 and other Emergency Numbers posted in a visible area<br>✓ Emergency Exits are accessible<br>✓ Emergency Exit signs posted in a visible area<br>✓ Emergency WIC number posted at entrance for participants (in case clinic is closed, etc.) | | |
| No smoking sign posted | | |
| Appropriate TV or video programs in lobby | | |
| Activities for kids (coloring books, toys, books) | | |
| Clinic appointments outside normal business hours | | |
| Staff Logs-in and/or passwords are not displayed | | |
| Computers (including laptops) and printers are in a secure location within the clinic | | |
| The WIC office door(s) has an internal lock on door/file cabinets | | |

√ = Complete, done correctly          N/A = Not applicable          Ǿ = Incorrectly done or not done

| | | |
|---|---|---|
| Staff Logs-in and/or passwords are not displayed | | |
| Staff Training Logs<br><br>  ✓ nutrition education<br>  ✓ breastfeeding<br>  ✓ WIC related education | | |
| Prescriptions for special formulas/diets | | |
| Referral List (obtain copy)<br><br>  ✓ Updated at minimum annually<br>  ✓ SNAP<br>  ✓ TANF<br>  ✓ AHCCCS<br>  ✓ Immunizations<br>  ✓ Child Support Enforcement<br>  ✓ Folic Acid supplements and education<br>  ✓ Universal lead screens for WIC<br>  ✓ Breastfeeding Hotline | | |
| **Food Instrument (FI) Security** | | **Comments** |
| Staff runs test print daily | | |
| FI voids:<br>  ✓ Where are they kept?<br>  ✓ Are they stamped "void" immediately?<br>  ✓ Are they shredded? | | |
| Void Report: Reconciled and verified by supervisor weekly | | |
| Separation of Duties:<br><br>  ✓ Who inventories voids? | | |
| FI Stock Inventory System:<br><br>  ✓ Logged upon receipt<br>  ✓ Maintained<br>  ✓ Balanced<br>  ✓ Verified by a supervisor with separation of duties | | |
| FI paper removed from printers at end of day and locked or kept in locking printers | | |
| Inventory report reconciled and verified by a supervisor    (initials) | | |

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| FI secured during breaks and lunch periods or kept in locking printers | | |
| There is secure storage of FI stock (paper), MICR cartridges, program stamps, and ID folders | | |
| Key Storage:  Who has keys, and how is control of keys maintained – issuance/copying/location/access? | | |
| **Anthropometrics** | | **Comments** |
| Lab Manual | | |
| Anthropometric Manual | | |
| Recumbent length board with attached foot piece used for measuring infants | | |
| Calibrated standing height board used for women and children.(Applicable if Digital) | | |
| Scales calibrated annually | | |
| Scales on hard/stable surface | | |
| MSDS data posted in clinic<br><br>✓ Employees know where it is<br>✓ Employees know what it is | | |
| Lab surfaces cleaned daily with correct sanitizing solution<br><br>✓ Sanitizing solution disposed of properly after 7 days | | |
| Appropriate objects used with Hemocue analyzer (i.e. no sharp objects) | | |
| Cuvette container(s) labeled with opened/expiration date (<90 days) | | |
| **Breastfeeding Friendly** | | |
| Breastfeeding Coordinator Name and Credentials | | |
| Breast Pump Coordinator Name and Credentials | | |
| Peer Program Manager Name and Credentials | | |

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| | | |
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| IBCLCs, CBCs, CLEs, CLCs on staff | | |
| Breastfeeding friendly environment, such as breastfeeding promotional materials visible, videos, lactation room<br><br>No formula, samples, posters, handouts or promotional items on display or in sight of clients | | |
| Required Resources:<br><br>✓ Medications and Mother's Milk<br>✓ Breastfeeding Answers Made Simple | | |
| Peer Counselor Contact Log | | |
| Hospital Grade  Pump Log (correctly completed) | | |
| Breast pump inventory and distribution list | | |
| Hospital Grade Pump Release Form (obtain copy) | | |
| Hospital Grade Pumps have ADHS ID Tag (on pump, not case) | | |
| Personal Use Pump Log (correctly completed) | | |
| Personal Use Pump Release Form (obtain copy) | | |
| Pumps are only issued by LA Breastfeeding Authority(ies) | | |
| Names of LA Breastfeeding Authority(ies) | | |
| Breast pump issuance producers followed | | |
| Breast pump cleaning procedures followed | | |
| Breast pump Quality Assurance testing performed | | |
| Procedures for reporting lost or stolen breast pumps | | |
| Annual evaluations of breastfeeding education, promotion, and support activities performed and documented | | |

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